

# M S D P



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

**CLASSIFICATION: SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

**POSITION TITLE: CHIEF, OFFICE OF TRUCK SERVICES**

**SALARY: \$6982 - \$7702**

**LOCATION: HEADQUARTERS – SACRAMENTO**

**FINAL FILING DATE: MAY 11, 2006**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Assistant Program Manager for Safety, Signs and Markings, Truck Services, and Encroachment Permits in Traffic Operations, the Chief, Office of Truck Services has functional responsibility for statewide transportation permits (including the two Regional Transportation Permit Centers) and commercial vehicle operations program with the goal of improving the business and economic climate in California by establishing policies that foster the growth, efficiency and safety of goods movement and transportation permits. Also, streamlining the regulatory systems, which impact the trucking industry. Responsibilities include, but are not limited to:

- Manages and directs two Regional Transportation Permit Offices, in Sacramento and in San Bernardino, which are responsible for issuing transportation permits.
- Develops and maintains liaison and coordinates permit activities with representative of the transportation industry; permit services; the California Highway Patrol (CHP); the Federal Highway Administration; other state, cities and counties; military services; and other State of California agencies.
- Develops, recommends and implements transportation permits policy changes. Recommended changes must be consistent with governing department and legislative rules/mandates. Develops, recommends and implements permit fee adjustments consistent with departmental

policies and procedures governing such adjustment. Adjustments must be consistent with prevailing California Code of Regulation requirements through administrative law.

- Develops vehicle size and weight standards for California, consistent with federal law. Acts as the Caltrans representative on the Western Association of State Highway and Transportation Officials and American Association of State Highway and Transportation Officials (AASHTO) committee on highway transport and the related AASHTO task force on truck size and weight regulations.
- Reviews and acts upon complex transportation permit requests from the public and private industry.
- Leads the development of weigh station bypass facilities at weigh stations at key locations throughout the state, coordinating with the CHP and affected Caltrans district offices, including preparation of all programming documents and project oversight from design through construction.
- Coordinates the CHP to develop, maintain and operate weigh stations and commercial inspection facilities in a safe and effective manner.
- Coordinates budget development and equipment acquisition activities with two Regional Transportation Permit Offices. Coordinates such activities with the two districts, which house the Regional Transportation Permits Offices. Responsibility includes: responding in writing or verbally to the Legislative Analyst's Office, Business, Transportation and Housing Agency, Department of Finance and Governor's Office concerning budgetary issues for permits.
- Represents the Department on state and national committees involved in developing standards and operational policies for electronic vehicle identification applications.
- Reviews and prepares analyses on all proposed legislation related to Commercial Vehicle Operation permits.
- Conducts special studies related to current issues involving permits.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

#### **Either I**

**Experience:** One year of transportation engineering experience as a senior level engineer in the California state service.

#### **Or II**

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

#### **Or III**

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a

manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to:** Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

#### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of program and project management principles.
- Demonstrated ability to plan strategically and implement with measurable results.
- Demonstrated knowledge of current issues related to department goals, efficiencies and customer expectations.
- Demonstrated ability to develop and implement innovative and effective solutions for transportation expectations.
- Demonstrated ability to initiate, develop and maintain positive relationships with other agencies and interest groups.
- Demonstrated knowledge and experience in management and supervisory practices including personnel and equal employment opportunity.
- Demonstrated strong communication skills, both orally and in writing.
- Demonstrated ability to lead a group of technical experts.
- Demonstrated ability to produce complex documents under tight deadlines.

#### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

#### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **May 11, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
Attn: Gwendolyn Temple**

1120 N Street MS-36  
Sacramento, CA 95814

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*